eTUTOR USER MANUAL

A GUIDE FOR USING
ONLINE LEARNING INSTITUTE OF
VIRTUAL EDUCATION (OLIVE)

ALLAMA IQBAL OPEN UNIVERSITY

H-8, ISLAMABAD

Table of Contents

1. Introduction
2. Website Address
3. Login Page
4. Main Page
5. Accessing a Course
6. Course Page
7. News Forum
8. Grading of Assignments
9. Tutoring Online Sessions
10. Change password
11. Further Help

1. Introduction

This document has been designed to provide help to you for using Open Learning Institute of Virtual Education (OLIVE), Learning Management System (LMS) website. Various sections of the OLIVE LMS website are explained in detail to deliver online classes and perform other online activities.

2. Website Address

Type URL "**http://olive.aiou.edu.pk/**" to access the website.

Allama Iqbal Open University :: OLIVE - Windows Internet Explorer
http://olive.aiou.edu.pk/
Allama Iqbal Open University :: OLIVE

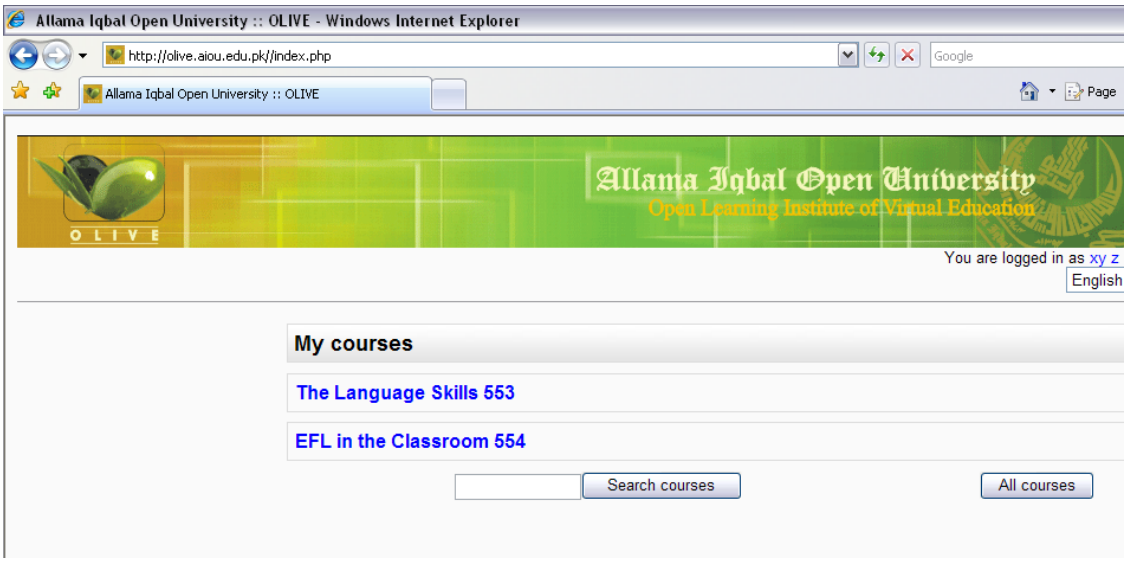
3. Login Page

Enter "Username" and "Password" to login to the website.

Allama Iqbal Open University
Open Learning Institute of Virtual Education
OLIVE
Login Information
Username
admin
Password
Forgot password ?
Login
Quick Links
Open Learning Institute of Virtual Education (OLIVE) is a Teaching and Learning Management System that allows instructors and students to interact in a virtual classroom by enabling web-based management and delivery of courses.
Our goal is to provide an electronic framework for delivery of course syllabi, schedules, presentations, text-based discussions, chat, online digital resources, audio/video lectures, and grading of assignments, quizzes, and tests that will be readily accessible anytime anywhere in the world.
Department of Computer Sciences (DCS) initiated E-learning activities in 1999, and the idea of OLIVE was approved in 2001. This was the first milestone towards E-learning. Work was started to establish infrastructure and facilities required for E-learning. Initially course materials, and Learning Managment System (LMS) were developed. Online classes were conducted at AIOU main campus, lahore region, and other centers for four semesters from Spring 2002 to Fall 2003. Based on the experiences, DCS decided to offer PGD (CS) in online mode starting Spring 2005, due to effectiveness of E-learning, low cost, fast communication methods, and automated performance measurement mechanisms that enhance the quality of learning.
Allama Iqbal Open University H-8 Islamabad,Pakistan - Contact: +92.51.9250111-20 or olive.admin@aiou.edu.pk

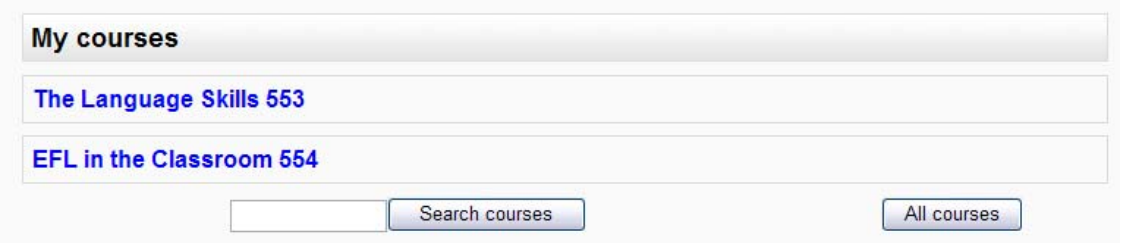
4. Main Page

Main page appears on successful login. This contains “My courses” block which will show the courses in which you are registered as a tutor.



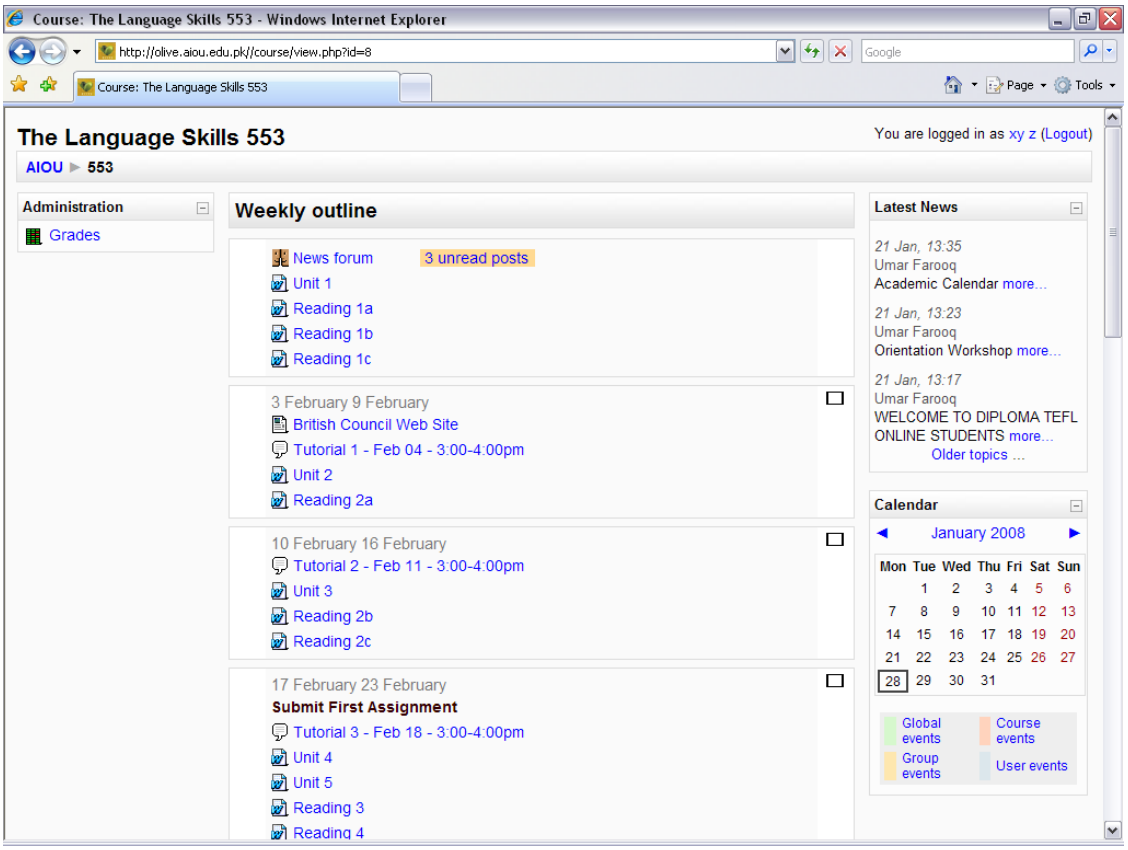
5. Accessing a Course:

Click on any course to access course page.



6. Course Page:

This page contains different blocks that are explained in the next pages.

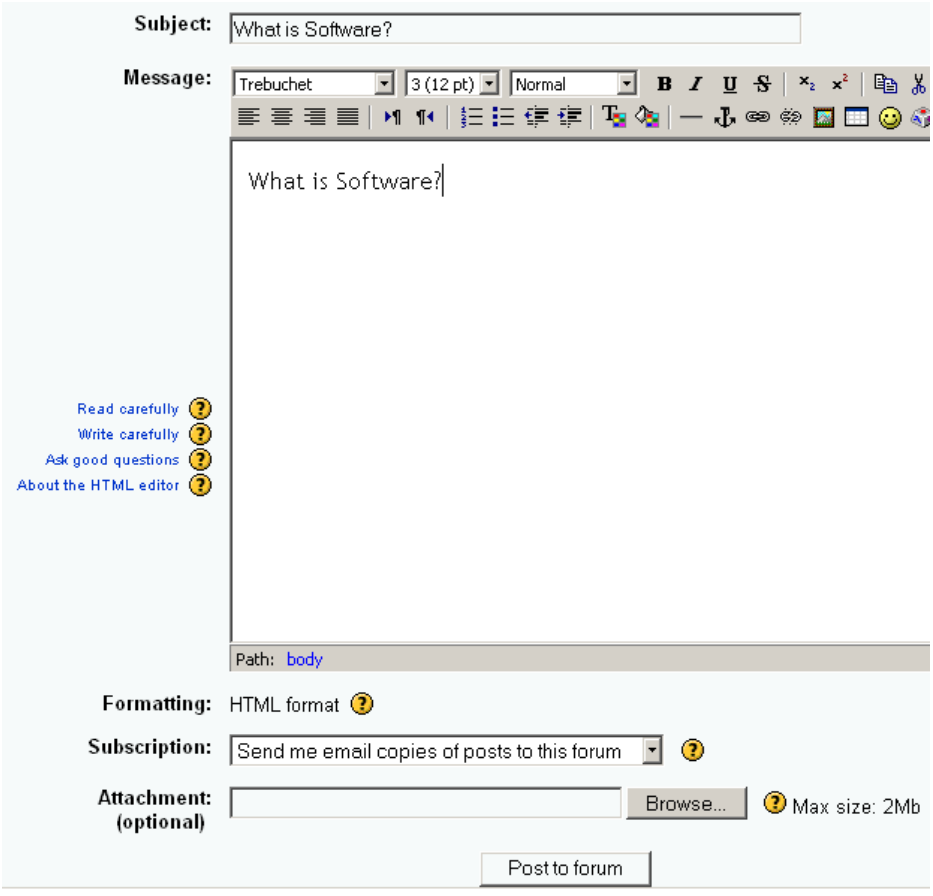


7. News Forum (for course related discussions and latest news)

<u>This is an important forum and available in each course</u>. This is an important forum and available in each course. You should visit the page under this link often. The purpose of this forum is to provide a common page of discussion related to course. Latest events can be uploaded on this page and you must keep it up to date for the students.

You can use “add a new topic” link to add a topic of discussion problem related to the course.

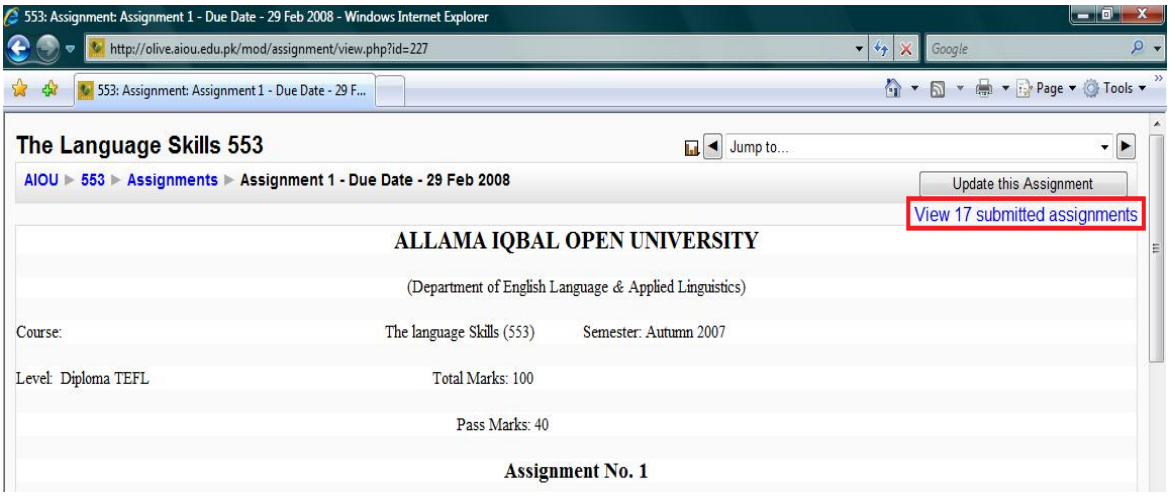
Enter a title in the “Subject” heading, and type your post in the “Message” section. When you are done, check your post for errors and click the “Post to forum” button at the bottom. To reply to a discussion post, click on the name of the discussion, and click the “Reply” link at the bottom right of the post you want to reply to. Type your post in the “Message” section. When you are done, check your post for errors and click the “Post to forum” button at the bottom.



8. Grading of Assignments (Compulsory in all courses)

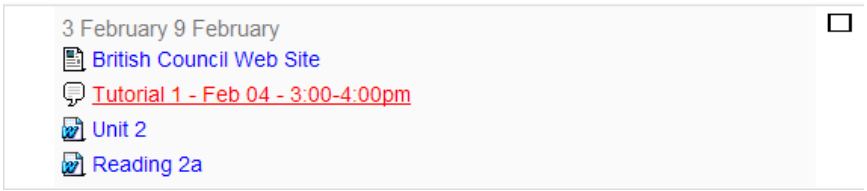
The links to assignment No. 1 & assignment No. 2 will be given on the course main page. Click on the link to access the assignment.

To download and grade assignments click on “view submitted assignments”. You can assess the assignments completed by the students on this page.

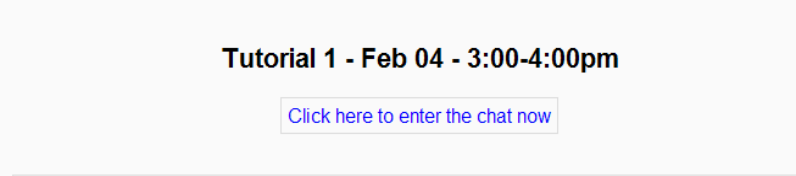

553: Assignment: Assignment 1 - Due Date - 29 Feb 2008 - Windows Internet Explorer
http://olive.aiou.edu.pk/mod/assignment/view.php?id=227
The Language Skills 553
Jump to...
AIOU ▶ 553 ▶ Assignments ▶ Assignment 1 - Due Date - 29 Feb 2008
Update this Assignment
View 17 submitted assignments
ALLAMA IQBAL OPEN UNIVERSITY
(Department of English Language & Applied Linguistics)
Course: The language Skills (553) Semester: Autumn 2007
Level: Diploma TEFL Total Marks: 100
Pass Marks: 40
Assignment No. 1

9. Tutoring Online Sessions (Compulsory activity for eTutors in each course)

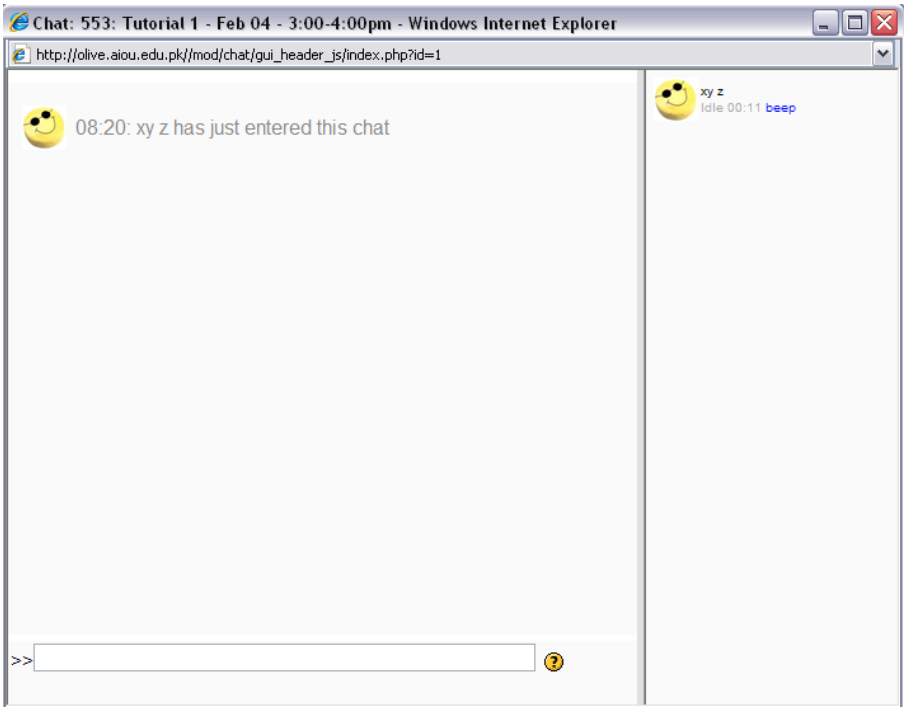
To deliver online session use “Tutorial” link that is available in each course. You should deliver the online sessions according to the online schedule provided to you.



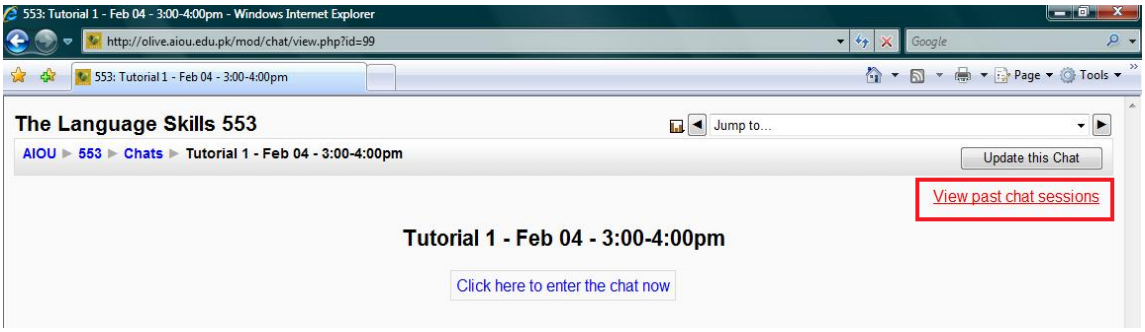
When you click “Tutorial 1 – Feb 04 – 3:00-4:00pm” the page containing the link “Click here to enter chat now” appears. Please click on it at proper time.



A Screen similar to the following appears containing two columns, which are online participants, and an input box for communication with students. This session provides interaction between students and eTutor in online mode using text.

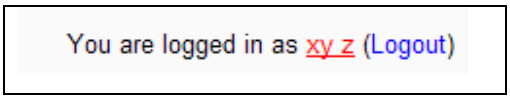

Chat: 553: Tutorial 1 - Feb 04 - 3:00-4:00pm - Windows Internet Explorer
http://olive.aiou.edu.pk//mod/chat/gui_header_js/index.php?id=1
08:20: xy z has just entered this chat
xy z
Idle 00:11 beep
>>

If you want to refer to any previous session, click on view past chat sessions link to access previously recorded sessions.

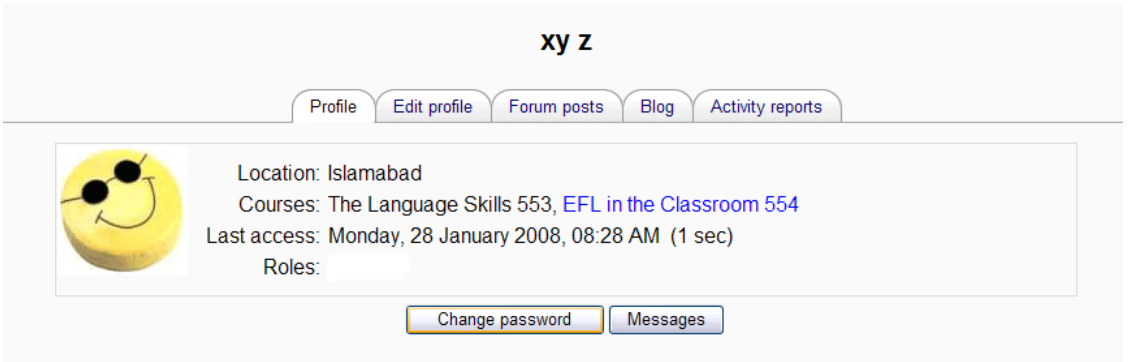

553: Tutorial 1 - Feb 04 - 3:00-4:00pm - Windows Internet Explorer
http://olive.aiou.edu.pk/mod/chat/view.php?id=99
553: Tutorial 1 - Feb 04 - 3:00-4:00pm
The Language Skills 553
Jump to...
AIOU ▶ 553 ▶ Chats ▶ Tutorial 1 - Feb 04 - 3:00-4:00pm
Update this Chat
View past chat sessions
Tutorial 1 - Feb 04 - 3:00-4:00pm
Click here to enter the chat now

10. Change password

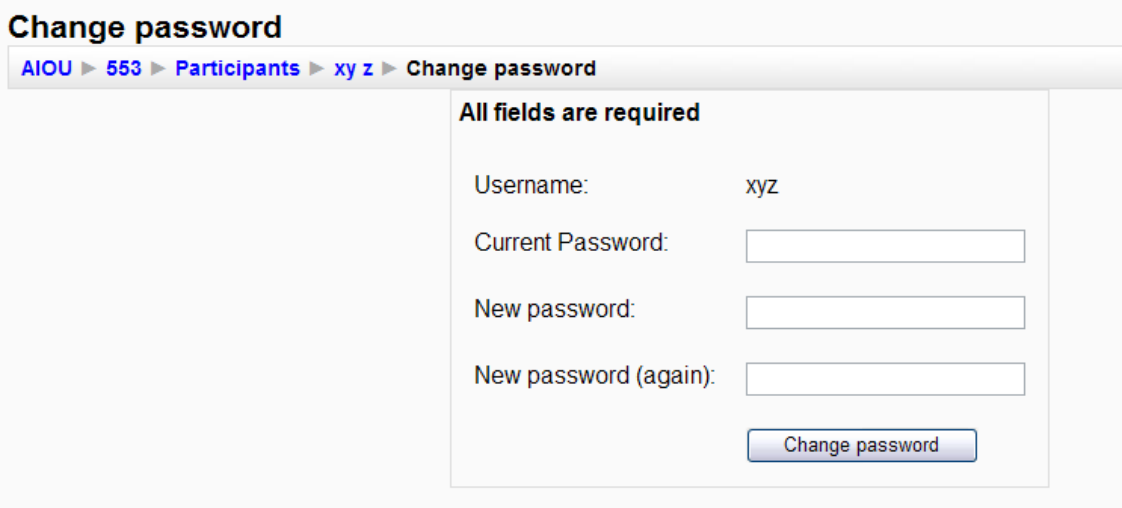
You can change your login password by clicking on your name wherever it appears on the web page.



Please click on the “change password button”. You can use it to change your password.



Enter your current password, and then your new password twice, and then click on “Change password”.



11. Further Help

For course related help you may contact your course coordinator. For technical support you may contact OLIVE Administrator at email address “**olive.admin@aiou.edu.pk**”.

Note: Site structure may be updated in future to accommodate changes.

Have fun with your online experience. Thank you and good luck!